

# FORM FOR DISCLOSURE OF EX PARTE COMMUNICATIONS

Name or description of project, LPC, etc.: \_\_\_\_\_

Date and time of receipt of communication: \_\_\_\_\_

Location of communication: \_\_\_\_\_

Type of communication (letter, facsimile, etc.): \_\_\_\_\_

Person(s) initiating communication: \_\_\_\_\_

Detailed substantive description of content of communication:  
(Attach a copy of the complete text of any written material received.)

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner

If the communication was provided at the same time to staff as it was provided to a Commissioner, the communication is not ex parte and this form does not need to be filled out.

If communication occurred seven or more days in advance of the Commission hearing on the item that was the subject of the communication, complete this form and transmit it to the Executive Director within seven days of the communication. If it is reasonable to believe that the completed form will not arrive by U.S. mail at the Commission's main office prior to the commencement of the meeting, other means of delivery should be used, such as facsimile, overnight mail, or personal delivery by the Commissioner to the Executive Director at the meeting prior to the time that the hearing on the matter commences.

If communication occurred within seven days of the hearing, complete this form, provide the information orally on the record of the proceeding and provide the Executive Director with a copy of any written material that was part of the communication.